



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STUDENT FINANCIAL ASSISTANCE ADVISOR

Job Number: 20001695

Job Code: 91970V151201

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 06/16/1982

Job Revised: 12/01/2015

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction, provides specialized administrative consultative services to operational areas of the Kentucky Higher Education Assistance Authority relating to the administration of student financial aid programs or loan accounts; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in educational administration, public administration or financial administration, which must include two years in the processing of student loans or administrative experience in student financial aid.

Substitute EDUCATION for EXPERIENCE:

Graduate study in business administration, education, public administration, communications or a related field will substitute for the educational administration, public administration or financial administration experience up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Experience in educational administration, public administration, or financial administration, processing of student loans or administrative experience in student financial aid will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and evaluates techniques used in administering financial aid programs and student loan accounts by KHEAA. Prepares and maintains detailed information from an operational area. Performs effectiveness analysis and develops in-depth reports for the manager. Maintains state-of-the-art information on various techniques in use by both the public and private sectors through meetings, training sessions, personal investigations, and professional literature. Reviews, evaluates and recommends alteration, addition and/or deletion of specific procedures used in an operational area. Personally performs special investigations on unique problems which are unresolved through routine procedures and recommends extraordinary solutions to alleviate problems. Maintains a thorough knowledge of computerized systems used in agency programs. Recommends methods for cost-effective improvements in specific operations. Meets with a wide variety of personnel to examine and discuss rules, regulations and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.